



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 355TH WING (ACC)  
DAVIS-MONTHAN AIR FORCE BASE, ARIZONA

APR 2 2003

MEMORANDUM FOR ALL ON-BASE AND OFF-BASE 355TH WING UNITS

FROM: 355 WG/CC

SUBJECT: Sexual Harassment Policy Letter (Supersedes previous letter, dated 29 Jun 01)

1. Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature." Sexual harassment may be connected to decisions about employment or it may simply involve behavior, which creates an intimidating, hostile, or offensive work environment. In either case, such actions violate Section 703 of Title VII of the Civil Rights Act of 1964 and the UCMJ.
2. Sexual harassment has a devastating effect on the victim and the mission. It strips away the person's self-esteem, confidence, morale and interferes with his/her ability to perform the job. These effects eventually permeate the work center and ultimately degrade mission accomplishment. Military and civilian members must be allowed to work in an environment, which is free from unsolicited and unwelcome sexual overtures.
3. **Sexual harassment will not be tolerated.** All commanders, managers, supervisors, and employees have the responsibility to maintain a high standard of honesty, integrity, impartiality, and conduct to avoid prohibited personnel practices which undermine merit principles. **Failure to take action is the same as condoning the behavior.**
4. Any employee who is found to have engaged in such conduct will be subject to appropriate disciplinary/administrative measures. Resolution of any complaint should first be handled within the chain of command. However, civilian and/or military member complaints on sexual harassment may be filed with the Military/Civilian Equal Opportunity Officer. Civilian employees or applicants for employment have 45 days from the date of the incident to contact an EEO Counselor and file a complaint (IAW AFI 36-1201). Military members have 60 days from the date of the incident to contact a MEO Advisor and to file a complaint, (IAW AFI 36-2706).

LAWRENCE A. STUTZRIEM, Colonel, USAF  
Commander

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